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**CONFIDENTIAL**

Chief, Management Staff

Director of Training

Expansion of JOT Program

REFERENCE: Memo from Chief, Management Staff, dated 19 October 1955, Subject as above

1. In reply to your memorandum dated 19 October 1955, I wish to clarify the request I submitted to a representative of your office on 26 September 1955. The question of continuing or eliminating the Junior Officer Training Program was resolved at a Deputy Director's meeting in the DD/CI's office on 31 August 1955. It was not only decided to continue the program but to expand it.

2. My office proposed a method by which the program could be expanded and asked the Management Staff to assist in determining the procedural steps to be followed in effecting this expansion. The concept upon which this method is based involves practices regularly employed by major commands within the military service. The situation frequently exists within a major command whereby certain units are under T/O strength and other units are staffed in excess of their authorized T/O. By internal procedures and adjustments, the total authorized strength of the command is not exceeded. I believe that there is an analogous situation here and that this same concept can be applied within CIA. It is suggested that it would be particularly appropriate in connection with the JOT Program in that this program benefits all major components of the Agency.

3. Before taking this question up with the Management Staff, I discussed my concept with the Deputy Director (Support), the Assistant Deputy Director (Support), the Chief of Operations/EDP, and the Inspector General, and obtained their agreement in principle. It was on the basis of this agreement that the assistance of your office was sought to work out the procedural details for expanding the JOT Program within the range of position vacancies existing between the actual on-duty strength and the authorized personnel ceiling of the Agency.

Document No. 1

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1765

Date: 160378 By:  

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**SUBJECT: Expansion of JOT Program**

**4. My proposal in brief is this:**

a. To establish a recruitment goal for new JOT's commensurate with 75% of the professional position vacancies created by attrition during the preceding fiscal year.

b. Enter on duty as many JOT's as the Agency can recruit within this figure.

c. Assign the JOT's against Agency-wide position vacancies until they are trained and reassigned to the operating components of the Agency in which current professional position vacancies exist.

d. Establish procedural controls to insure that the total aggregate on-duty strength does not exceed the Agency's authorized personnel ceiling.

5. The method suggested in paragraph 2-e of your memorandum was given consideration. However, it poses a number of considerations which seem far more difficult to resolve, not the least of which would be how best to establish the means by which individual position vacancies would be identified for reallocation to the JOT Program.

6. We suggest that the statement contained in your final paragraph, "the use of any flexible T/O arrangement is administratively unsound and unworkable," fails to disclose the reasoning or logic on which this statement is based. Therefore, I wish to renew my request that the Management Staff undertake a full exploration of the procedural steps required to implement the proposal of this office for the expansion of the JOT Program.

**MATTHEW BAIRD**

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				TELEPHONE		NO.	
25X1 Director of Training 11 <input type="text"/>				<input type="text"/>		DATE 7 December 1955 25X1	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS	
		REC'D	FWD'D				
1. IG (Personal)	231 Admin.					I am forwarding two documents which you will wish to have in connection with your proposed study of the JOY Program. A copy of the staff study in question, "Expansion of the Junior Officer Training Program," dated 6 Sept. and addressed to DCI, has already been forwarded to you.  M. Baird	
2.							
3.							
4.							
5.							
6.							
7.							
8.						1. original memo 25 Oct. to Ch/Dgt. St. fr DTR w/ <input type="text"/> comments thereon as follows:	
9.							
10.						"M. B." DD/S will advise you. The net is to go ahead without regard to any ceiling and when you reach 100 -- advise DD/S personally.  JO 8 Nov."	
11.						2. Copy of Memo for DTR fr Ch/Mgmt Staff dtd 19 Oct. same subject.  60-584 B1 720 11 208937/2	
12.							
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